Online Meeting Etiquette

One person is the Moderator/Host and controls the conversation.

Have an agenda and stick to it.

Be on time. Make necessary introductions. Keep it as professional as you would an in-person meeting.

**Have your device (phone/tablet) plugged into a power source; video takes a lot of power**.

Everyone should be in a comfortable location, face lit, with limited distractions, and remember you will be visible.

**Remain muted until you are asked to speak.**

**Try not to cross talk.** Discussion should be for all participants. Use the programs “raise your hand” capability to alert the Moderator that you wish to speak.

**If audio only, identify yourself before speaking.**

Leave your keyboard alone unless you have muted your microphone. The sound of typing is very distracting.

**Dress appropriately if you are connected by video.** If you are connected by audio only, this may not apply.

Be aware of your surroundings if you are connected by video. Light source in front of you.

If connected by audio only, announce yourself when you join.

**If connected by video, no snacks during the meeting.** If connected by audio, control your crunching and smacking sounds.

Stay seated and present. With your camera focused only on you, all of your movements are magnified and can be distracting.

**Review advance materials. Online meetings usually have a time limit, so don’t waste time asking questions whose answers have already been provided to you. Please ask for clarification, if needed.**

Turn off or silence your phone if connected by your computer.

Don’t work on other projects during the meeting. If on video, remember that everyone can see what you’re doing.

**Remember folks that are participating in audio only. If you are on video and are showing something, describe it for those that can’t see.**